

12 NOV 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

1. Fund Drive

As of the close of business 8 November:

United Givers Fund	:	\$108,069.15	101.4% goal
Public Service Aid Society:		\$ 13,423.72	

All major components except DD/S&amp;T have exceeded their goals:

DCI	109%
DDI	106%
DDP	101%
DD&S&T	81%
DDS	106%

2. Early Retirement

Mr. Warner met with Mr. William Darden, staff officer for the Senate Armed Services Committee, on 5 November to review the supporting materials which had been developed to answer Mr. Darden's questions. Mr. Darden indicated that he was "convinced" regarding our need for this legislation and would so report to Senator Russell.

The formal Statement of Justification has been revised and the Sectional Analysis and Explanation is being modified to apply to   in its amended form. Our basic papers are in order so that an appropriate compilation can be prepared for presentation to the Committee as soon as their desires are known. We are still optimistic about obtaining early action by the Committee.

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3. Clerical Recruitment

As a result of further study of our clerical recruitment, the Personnel Recruitment Division has in effect suspended active recruitment in this category for 60-90 days. This step is an alternative to delaying the entrance on duty of candidates now in process in recognition of current budgetary limitations and the impact of ceiling readjustments on clerical requirements. Clerical recruitment officers will maintain their contacts with their usual sources during this period and specially qualified applicants (the "SSG's" for the Clandestine Services, Spanish-speaking secretaries, for example) will be put in process as usual. This period is traditionally our poorest in production of clerical recruits and reflects in a substantial decrease of clerical ~~recruits~~ <sup>recruits</sup> in the spring months. We believe that the impact of this step on our future clerical recruitment effort will be minimal.

The Personnel Operations Division has undertaken a survey of clerical requirements to project further recruitment objectives on the basis of estimates supplied by operating components of their needs in the categories

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that they consider "clerical." The first results to be returned indicate that these estimates will be useful and that they will give us a more reliable indication of clerical requirements than the practice of projecting attrition in grades GS-6 and below.

4. Increased Rates at Military Hospitals Abroad

The increase from \$5 to \$37 per day for civilian employees treated as inpatients at military hospitals abroad has been confirmed. For employees, the primary significance of this change will be budgetary and will reflect in larger claims under our medical benefits program. In addition, for dependents it means that cost of maternity care and other treatment which is not covered by the medical benefits program will increase substantially.

Many employees going overseas have converted to low-option of GEHA coverage because of the low cost of obtaining treatment not covered by the benefits program. We believe that they should be given an opportunity to convert from low to high at this time. The Civil Service Commission has advised us that there would be no objection to our holding an "open period" for this purpose and we are proceeding with plans to do so.

5. EOD Orientation - Availability of Personnel Regulations

In addition to our orientation lectures concerning personnel policies, programs and services, the indoctrination of new employees will now include reading of the following regulations and handbooks:

Grievance Procedure  
Marriage of Employees  
Fitness Report  
Separations (General)  
Income Tax  
Employee Emergencies and Unforeseen Absences  
Employee Conduct  
Personnel Emergency and Locator Records

Also, arrangements are being made to make available in the main library and in branch libraries in [ ] Alcott Hall, Arlington Towers, and in the Office of Communications all Agency publications which pertain to the conduct and obligations of employees and to their rights and responsibilities as individuals. A Headquarters Notice announcing the availability of these publications will be submitted as soon as these arrangements are completed.

6. Changes in GP and GA Scales for Compositors

In April 1963 the Public Printer announced a change in the extra rate for compositor-keyworkers from 11¢ per hour to 5% of the journeyman hourly rate. However, in June, additional information was released which

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showed that "specialist keyworkers" should receive a 3% extra rate and "supervisory keyworkers" should receive the 5% extra rate. Re-examination of Agency compositor positions in light of the new standards has shown that five employees who had been converted to the 5% rate should be placed at the 3% rate. (The current standards are described in the attachment.)

This matter has been thoroughly explored with the two offices concerned--Printing Services Division and TSD/[redacted]. The employees affected have been advised that their present pay rates will be frozen for two years and then reduced to the applicable 3% rate unless they are promoted or the 3% rate overtakes the present 5% rate. As a practical matter, based on past increases in these scales, the 3% rate will in two years equal or exceed the present 5% rate so there should be no actual reduction in pay for these individuals.

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7. Processing Personnel Actions

Work is progressing on the design of a new personnel action request and computer programming which will permit automatic reproduction of the basic data required in initiating a request. This system will increase efficiency and will also decrease the present high error rate in actions. However, it will be many months before this system will be ready to install.

In the meantime, the Chief, Transactions and Records Branch has started a series of meetings with the personnel in operating components who prepare personnel action requests. She is briefing them on the proper preparation of these forms and calling special attention to the items which are most often incorrect. These meetings are already showing results in the accuracy of forms received for processing.

8. Blood Donor Program

Tuesday, 5 November, was Bloodmobile Day at Headquarters Building. 188 prospective donors reported, 18 were rejected for various reasons and 170 pints of blood were collected.

9. Inquiry from DIA regarding Terminations

[redacted] of the DIA Personnel Office has met with the Chief, Special Activities Staff to discuss our handling of involuntary separations. He advised [redacted] that DIA wants to seek a statutory removal authority similar to that vested in the DCI in Section 102(c) of the National Security Act of 1947. M [redacted] indicated that DIA did not yet have DOD approval to seek such authority, however.

10. Cooperative Work-Study Program

The NSA Personnel Office has requested a meeting on 26 November to discuss our experience with this program. NSA has a large program and is particularly interested in our handling of various administrative problems. They will meet with the Chief, Personnel Operations Division and members of his staff.

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11. Briefing on BEC Benefits

25X1A9A [ ] Following his briefing at your staff meeting on 6 November, [ ] has been asked to repeat it at the next DDP Support Chiefs' meeting and for supervisory personnel in the Office of Communications. He had already been scheduled for the next Senior Staff Meeting and for the 14 November Office of Personnel Staff Meeting.

25X1A9A [ ] is also preparing the Support Bulletin on this subject which you requested.

12. Special Interest Applicant - [ ]

25X1A9A We reported General Carter's interest in [ ] in our report of  
25X1A9A 4 November. Since that time, we have called [ ] who advised us that  
25X1A9A he has just started working for a new employer and does not wish to be considered for employment here. General Carter's office has been advised of this development.

13. Special Interest Applicant - [ ]

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25X1A9A [ ]  
the possibilities for his employment but an RI analyst job was discussed with him. He was asked to call about tests if he decided to follow through with an application (but as of 8 November had not done so).

25X1A9A Since that time [ ] of  
25X1A9A Mr. Kennedy's high opinion of young [ ] to be 25X1  
25X1A9A sure that [ ] received thorough consideration.

25X1A9A We are following up with [ ] to determine his interest and to  
25X1A9A schedule him for tests if he wishes to apply.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Attachment: A/S

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25X1A9A OD/Pers [ ] (12 November 1963)

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